

Subject: Due April 30: 1st Quarter Report & Newsletter; Due May 1: 2016 Financial Statement

From: Rita Moreno <rita.moreno@lacity.org>

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Good Afternoon Everyone:

A quick reminder that the deadline to submit your 1st Quarter Report and Newsletter covering the months of January, February and March 2017, by the end of April. Also, the 2016 Financial Statement is due by the 1st of May.

Please note that we are requesting statistical information to be included in your Quarterly Report and/or in your Newsletter. Some of you may already include this information (thank you!). Attached is a template for the Quarterly Report as well as some examples of reports that contain the type of statistical information we are requesting.

Please submit electronic copies. It's okay to submit in hard copy format, but submit electronically as well.

Thank you and let me know if you have any questions.

Rita

P.S. Shout out goes to Hollywood Media District BID for submitting the 1st Quarter Newsletter! 🐾

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— Attachments: —

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| Quarterly Report Sample.doc | 36.5 KB |
| Quarterly Report - MOCK SAMPLE.docx | 265 KB |
| Fashion District Example.pdf | 161 KB |
| South Park II Example.pdf | 453 KB |